



HOT TUBS | SWIM SPAS

## IT Administrator

*Quality, Delivery, Partnership, Innovation, Price – these are the key factors of success that have guided Coast Spas to become the leading manufacturer and innovative leader in premium quality hot tubs. As Coast continues to grow, continuing to attract and retain great people is the most important factor in the ongoing success of the business. We believe in our employees and promote from within whenever possible; all you need is a commitment to quality and the desire to grow your career with Coast Spas.*

Coast Spas Manufacturing is seeking an **IT Administrator** to support our manufacturing facility and retail center in Langley, BC. This full-time position reports to the Controller.

### Areas of Responsibility

- Windows Server & Network Administration
- Database Administration
- ERP & Applications Support
- Internet Domain /Web Administration
- IT Help Desk.
- Digital Phone & Mobility Administration
- System & Building Security

### Required Qualifications & Experience

#### **Qualifications**

- University/College certification in Information Technology
- Good communications skills both verbal & written
- Ability to multi-task and work under minimal supervision
- Ability to learn quickly, troubleshoot effectively and work under pressure
- Ability to communicate/work well with service consultants and internal & external users

#### **Experience**

- Five (5) years of demonstrated experience in IT operations administration & support
  - Virtualized server (Hyper-V) environment administration
  - Windows 2012 server administration
  - SQL Server 2000, 2008 and 2012 administration using Studio and Enterprise Manager
  - MySQL database administration
  - MS 2012 Exchange and Outlook 2007/2013 management and support
- IT Help Desk Support – PCs, printers, RICOH copiers, Microsoft Office 2007/2013
- Network administration – Ethernet gigabit switches, WAPs, Sonic router
- SQL programming and script creation/maintenance
- Internet Domain setup and Maintenance
- Crystal Report Development and Maintenance
- MS ACCESS – application development & maintenance
- On-line E-Commerce (B2B and B2C) management and implementation - Cyberstore2 would be an asset
- Previous experience with ERP system upgrade/implementation – SYSPRO is preferred

- Previous experience with CRM implementation is preferred
- Previous experience with on-line information submission/integration to electronic forms/communication
- Previous experience with Microsoft software audit would be an asset
- Previous experience with Computer Systems upgrade would be an asset
- Previous project management experience would be an asset
- Previous experience and knowledge of PHP, JavaScript, Website Database integration w/front end, JQuery

Coast Spas has a great working environment; we embrace all cultures, backgrounds and beliefs and unite together as a team to reach our goals. We hold various social events throughout the year to reward our employees and we have incentive based programs for ideas on how to improve the company.

**To Apply:**

Email your resume and cover letter outlining your salary expectations to: [HR@coastspas.com](mailto:HR@coastspas.com)

We thank all applicants for their interest in this position, however only those shortlisted will be contacted